

## **Fundraising Specific Events Agreement**

**The following is an excerpt of the USAREUR Private Organizations (PO) and Fundraising Policy, which provides the required procedures or guidance for conducting a raffle as a fundraising event. Prior to conducting a raffle, a PO or Informal Fund must review the following information, and date and sign where indicated below.**

a. In addition to the information required in [section I](#) of the USAREUR PO and Fundraising Policy, requests for authority to conduct raffles will include the following information:

- (1) The dates that the sale of raffle tickets will start and end.
- (2) A list of the prizes and the cost of each prize.
- (3) A statement that the sponsoring PO has enough money to pay for the merchandise and cash prizes.
- (4) The place or places where the prizes will be displayed before the drawing (if applicable).
- (5) The maximum number of tickets projected to be sold.

b. The approval authority and the PO must provide enough supervision to ensure that events are conducted fairly and equally.

c. Participation will be limited to U.S. personnel as defined in [section II of the glossary](#) of the USAREUR PO and Fundraising Policy. Approval authorities in countries other than Germany may permit additional participation according to applicable international agreements.

d. In Germany, participating retired military personnel, unaccompanied family members, and other personnel not granted full logistic support according to [UR 600-700](#) will be informed of their responsibility to notify the German customs office of any item purchased or won (other than for immediate consumption) if the value of the prize exceeds deutsche mark 50 or the dollar equivalent.

e. The running of a raffle will not exceed 75 consecutive calendar days from the date ticket sales begin until the date of the drawing.

f. Each ticket sold will be equal in chance.

g. The time and place of the drawing will be adequately publicized.

h. An authorized raffle will be completed in the time announced regardless of the number of tickets sold unless the approval authority grants an extension because of unforeseen circumstances not caused by the sponsoring PO.

i. No persons under 18 years old will be permitted to participate in raffle-ticket sales under any circumstances.

j. Foreign- and U.S.-made automobiles may be raffled off at a major fundraiser with the following restrictions:

(1) Only U.S.-manufactured automobiles may be displayed on the installation and only with the ASG commander approval.

(2) A sign identifying the donor is permitted, but representatives, PO officials, or volunteers are prohibited from conducting sales activity at the display site.

(3) Raffle tickets may not be sold off the installation.

(4) An automobile may not be displayed if it is not being offered as a prize.

k. The total value of all non-cash prizes will be limited to \$10,000. When merchandise is awarded, the value of the items will be based on their normal retail prices and not on discount or special costs to the PO conducting the event. No individual prize will exceed \$5,000. The ASG commander may approve an amount above \$5,000 when a car is raffled off. An approval is required from the Commander, USAREUR/7A, ATTN: AEAGA-G, Unit 29351, APO AE 09014, to conduct a raffle when the total value of prizes exceeds \$10,000 (excluding an automobile). The total value of all tickets to be sold will not exceed five times the total value of the prizes. Tickets will--

(1) Be numbered consecutively on the ticket and stub.

(2) Provide space on the stub for the name and address of the ticket purchaser.

(3) Indicate that no refunds will be made.

(4) Indicate the price of the ticket or group of tickets.

(5) Indicate the time, date, and place of the drawing.

(6) State that the holder of the winning ticket need not be present at the drawing.

(7) Include a statement in English and the language of the host country about restrictions on participation.

**I have read and understand the excerpt provided to me from the USAREUR Private Organizations and Fundraising Policy on conducting a raffle.** I also understand it is my responsibility to ensure that this information is understood by others in my organization whom will also be involved in conducting a raffle as a fundraiser.

A copy of the raffle ticket will be submitted to the Private Organizations Coordinator. Tickets will include the following printed information or statements:

- 1) Must be 18 or older to participate
- 2) Must be US Military ID Card Holder
- 3) Must not be present to win
- 4) No Refunds
- 5) Drawing Date, Time, and Location
- 6) Cost of Ticket

As an officer of \_\_\_\_\_  
I hereby verify that the organization has sufficient funds to pay for the merchandise or cash prizes to be awarded.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date